



Steps to completing athlete paperwork

Med App & ACF

Med App

1. **Page 1** is basic contact information:
 - We are Region K and the team you compete with is the Primary agency or team name.
 - Please mark yes or no to the criminal offense question. There is a question for new athletes and returning athletes.
***Please see highlighted supplement for required field to be completed**
2. **Page 2** is health history
 - Check all the boxes that apply
 - Include the list of medications, if there isn't enough room to list all the medications then please attached a separate piece of paper with them listed.
3. **Page 3** is the physical portion that **needs to be completed by the Dr.**
 - Make sure the Dr. signs and fills in the exam date, printed name and phone number. The Dr. can also use their office stamp for the printed name/phone number portion. But we need their signature as well.
***Please see highlighted supplement for required field to be completed**
4. **Page 4** is only needed if the Dr. feels the athlete needs to be seen by a specialist in order to be cleared for participation.
 - **If you are NOT referred then you do not need to send in p. 4.**
 - If you **ARE** being referred the Dr. who completed the physical will still sign p. 3 and mark that the athlete needs to be seen by a specialist and then the specialist will sign off on page 4 and then all 4 pages will be turned in.

The med app is good for 3 years from the exam date. If the athlete hasn't had a physical in the last year they will need to schedule an appointment for a physical and take page 3 with them to be completed. The Dr. must sign off on the physical, include exam date and contact information (this can be the Dr.'s stamp, but we must have the Dr.'s signature, no stamps for signature). If the athlete has seen the Dr. in the last year you can just take page 3 to them and let them know in order to participate we need the physical form completed based off his last physical.



Athlete Consent Form (ACF)

The ACF is 2 pages long. The ACF must only be completed once and has no expiration date.

1. **Page 1** must have all fields completed
2. **Page 2: If an athlete is their own guardian, they can complete the second page. If the athlete is not their own guardian, a guardian must complete the bottom portion of the second page.**
 - Over the phone consent does not qualify.
 - The athlete/parent/guardians signature is required.
 - This form will need to be resubmitted if there is a change in guardianship.
 - Don't forget we need the printed name, date, and signature.
 - If the athlete's guardian is the State, then the IGAC office will need to complete the Illinois Guardianship and Advocacy Commissions letter (IGAC). They will sign the letter and the ACF.